

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Notice of a New System of Records, CIA-69

FROM

EXTENSION

NO.

83-0424

DATE

Chief, Information & Privacy Division

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMD
120 Ames Bldg.

11/4/83

E

2. OGC
ATTN: Launie Ziebell

✓

3. DDIS
1206 Ames Bldg.

4 FEB 1983

2/7

✓

4.

5. DIS
1206 Ames Bldg.

2/7

2/7

CS

6.

7. EO/DDA
7D24 HQS.

10/2

SM

8.

9. A/DDA
7D24 HQS.

10.

11. DDA For Signature
7D24 HQS.

10 FEB 1983

J

12.

13.

14.

15.

The attached transmittal letters and report meet the necessary requirements of the Privacy Act when a new record system is being introduced. The Office of Management and Budget (OMB) has the responsibility to insure that the provisions of the Privacy Act are properly executed as it relates to personal information being collected or used by a federal agency.

The purpose for establishing this new Agency record system is set forth in the report.

I recommend that Mr. Fitzwater sign the attached letters and report for forwarding to the addressees.

DDA REGISTRY
FILE: 70-4

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

DD/A Registry
83-0424/1

10 FEB 1983

MEMORANDUM FOR: Director, Office of Management and Budget
ATTENTION: Office of Information and Regulatory Affairs
SUBJECT: Proposed New CIA Record System 69,
Language Use Assessment

1. Pursuant to the Privacy Act of 1974, Public Law 93-579, transmitted herewith is a report of the proposed record system.

2. For any questions or additional information that may be needed, please contact [redacted] Information and Privacy Coordinator, [redacted]

3. This report has also been transmitted to the President of the Senate and the Honorable Speaker of the House of Representatives.

4. The appropriate notice of a new record system has been sent to the Office of the Federal Register for promulgation and public comment.

Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

Attachment:
Report w/attachment

REPORT OF THE PROPOSED NEW
CIA RECORD SYSTEM NUMBER 69
SUBJECT TO THE PRIVACY ACT

In accordance with OMB Circular No. A-108, Transmittal Memorandum No. 1, 30 September 1975, and Transmittal Memorandum No. 3, 17 May 1976, the Central Intelligence Agency is proposing to create a new record system (CIA-69) to enable the Agency's language school to do research on its language programs in order to assure quality language training. The promulgation for the Federal Register is included as supporting documentation. The narrative statement follows.

°Purpose: The system will store information obtained from a questionnaire completed by those employees who have occupied language-designated positions overseas. The data provided by the questionnaire will be entered into computer files for use in the research of language teaching effectiveness and language skill acquisition.

°Authority for Maintenance of the System: Title 5, U.S.C., Chapter 41. Central Intelligence Agency Act of 1949, as amended--Public Law 81-110. Section 506(a), Federal Records Act of 1950 (44 U.S.C. Section 3101).

°Impact on Privacy Rights: There is no direct effect on the privacy and/or other personal or property rights of the individuals in the system. The only personal information being introduced is the name and Social Security number. The latter is being used as a finding number and is necessary either to identify the individual who has completed a questionnaire or to do statistical computations relating to the information on language skills and its effective use in the performance of an individual's assigned duties. The personal information is being used only within the Agency and will not be shared with nor provided to other federal or state agencies and, therefore, it has no effect upon the preservation of the constitutional principle of federalism and separation of powers.

°System Safeguards: Access to the system is limited to professional personnel qualified to do research using the data in the new file, CIA clerical personnel who input data, and professional personnel who maintain the software. Access is by individual password to the controlled disk on which the information is stored. Access is protectable under subsections (j) and (k) of the Privacy Act.

CENTRAL INTELLIGENCE AGENCY

Privacy Act of 1974; Notice of New Record System

AGENCY: Central Intelligence Agency

ACTION: Proposed New Record System

SUMMARY: The Central Intelligence Agency proposes to add a new CIA Records System, CIA-69, entitled Language Use Assessment. The data stored in this system will be used for research in language teaching effectiveness and for measurement of language skill acquisition.

DATES: This new record system will be effective on (insert date 60 days from publication in the Federal Register) unless this Agency publishes a notice to the contrary.

ADDRESS: Send written comments to: Information and Privacy Coordinator, Central Intelligence Agency, Washington, DC 20505.

FOR FURTHER INFORMATION CONTACT:

Phone:

SUPPLEMENTARY INFORMATION: The full text of the Central Intelligence Agency systems of records appears in the Privacy Act Issuances, 1980 Compilation, Volume 4, page 83. This volume is available for inspection at Federal depository libraries and Federal information centers. For the reasons set out in the preamble, this Agency proposes to establish this new system of records as set forth below.

CIA-69

System name: Language Use Assessment.

System location:

Central Intelligence Agency
Washington, DC 20505

Categories of individuals covered by the system: Agency employees who have used their language abroad.

Categories of records in the system: Name, Social Security number, biographic data, and date relating to use of foreign language(s) abroad.

Authority for maintenance of the system: Title 5, U.S.C. Chapter 41. Central Intelligence Agency Act of 1949, as Amended--Public Law 81-110. Section 506(a), Federal Records Act of 1950 (44 U.S.C., Section 3101).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Office of Training and Education Language School personnel for research on a variety of matters relating to language learning and testing. Data generated will be stored in a computer system in the Agency and will be used solely for research purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Agency computer system.

Retrievability: By Social Security number.

Safeguards: Stored in locked computer files; access by password on a strict need-to-know basis.

Retention and disposal: Maintained indefinitely in computer files for ongoing research needs.

System manager(s) and address:

Director of Training and Education
Central Intelligence Agency
Washington, DC 20505

Notification procedures: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator
Central Intelligence Agency
Washington, DC 20505

Identification requirements are specified in the CIA rules published in the Code of Federal Regulations (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Requests from individuals should be addressed as indicated in the notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Code of Federal Regulations (32 CFR 1901).

Record source categories: Individual.

Harry E. Fitzwater

Harry E. Fitzwater
Deputy Director
for
Administration

10 FEB 1983

STAT

IPD [] /13 January 1983

Distribution:

Orig - Adse w/att (David Stockman)

- 1 - DDA w/att
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- 1 - IPD Chrono w/o att
- 1 - Subject (RLP) w/att
- 1 - Corres w/o att

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

10 February 1983

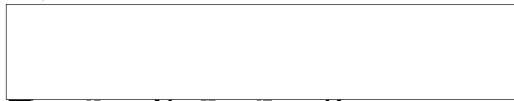
The Honorable George Bush
President of the Senate
Washington, DC 20510

Dear Mr. President:

Pursuant to the Privacy Act of 1974, Public Law 93-579,
transmitted herewith is a report of the proposed new CIA Record
System 69.

The appropriate notice of a new record system has been
sent to the Office of the Federal Register for promulgation and
public comment.

Sincerely,


Harry E. Fitzwater
Deputy Director
for
Administration

Enclosure

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

10 February 1983

The Honorable Thomas P. O'Neill, Jr.
The Speaker of the House of Representatives
Washington, DC 20515

Dear Mr. Speaker:

Pursuant to the Privacy Act of 1974, Public Law 93-579,
transmitted herewith is a report of the proposed new CIA Record
System 69.

The appropriate notice of a new record system has been
sent to the Office of the Federal Register for promulgation and
public comment.

Sincerely,

[Redacted Signature]

Harry E. Fitzwater
Deputy Director
for
Administration

Enclosure

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